



DEPARTMENT OF THE ARMY
HEADQUARTERS, ARMY SUPPORT ACTIVITY
JOINT BASE MCGUIRE-DIX-LAKEHURST
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :

IMNE-DIX-ZA

8 March 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Support Activity - Dix Command Policy Memorandum # 3 – In and Out-Processing, Sponsorship Program, and Recognition upon Sponsor's Permanent Change of Station (PCS)

1. This policy memorandum supersedes Installation Command Policy Memorandum # 5 In and Out-Processing, Sponsorship Program, and Recognition upon Sponsor's Permanent Change of Station (PCS) dated 22 July 2009.

2. **APPLICABILITY:** All Soldiers assigned or attached with duty at Army Support Activity (ASA) - Dix for more than 90 days are required to in/out-process ASA Dix. There are no exceptions to this policy.

3. REFERENCES:

a. AR 600-8-101, Personnel Processing (In-Out, Soldier Readiness, Mobilization and Deployment Processing), 28 May 2003.

b. DA PAM 600-8-101, Personnel Processing (In-Out, Soldier Readiness Mobilization and Deployment Processing), 18 July 2003.

c. AR 635-200, Active Duty Enlisted Administrative Separation, 06 June 2005.

d. AR 600-8-8, The Total Army Sponsorship Program, 04 April 2006.

e. AR 608-1, Army Community Service Center, 19 September 2007.

f. AR 600-8-22, Military Awards, 11 December 2006.

4. IN-PROCESSING PROCEDURES:

a. All AGR and Active Component Soldier(s) assigned or attached with duty at ASA - Dix for more than 90 days are required to in-process ASA - Dix to include their unit of assignment. On day one (1), Soldier(s) should in-process their unit of assignment. On day two (2), Soldiers(s) initiate ASA - Dix/community in-processing by visiting the Human Resources Military (HRM), located at building 5418, Delaware Avenue, Room 103 (Customer Service), Monday through Friday from 0800-1600 hrs. During this time Soldier(s) will pick up his/her ASA – Dix in-

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processing papers. The in-processing work section will provide with proper guidance and current information to ensure a smooth transition.

b. All Mobilized Soldier(s) whose mobilization station is at ASA – Dix, Fort Dix, NJ will report to Alpha Company Mobilization Readiness Battalion, located at building 5611, Augusta Street, those Soldiers(s) indentified by Alpha Company with duty on ASA - Dix will be sent to the Mobilized Unit In/Out-Processing Center (MUIC), located at building 5644, Doughboy Loop, Monday through Friday from 0800-1600 hrs. During this time Soldier(s) will pick up his/her ASA – Dix in-processing papers. The in-processing work section will provide proper guidance and current information to ensure a smooth transition.

5. OUT-PROCESSING PROCEDURES:

a. All AGR and Active Component Soldier(s) assigned or attached with duty at ASA - Dix for more than 90 days are required to out-process ASA – Dix to include their unit of assignment. Commanders will ensure that all Soldiers assigned or attached to ASA - Dix comply with established requirements. Soldiers(s) initiate ASA - Dix/community out-processing by visiting the Human Resources Military (HRM), located at building 5418, Delaware Avenue, Room 103 (Customer Service), Monday through Friday from 0800-1600 hrs. During this time Soldier(s) will pick up his/her ASA – Dix out-processing papers. The out-processing work section will provide proper guidance and current information to ensure a smooth transition.

b. All Mobilized Soldiers whose mobilization station is ASA – Dix, Fort Dix, NJ will report to Bravo Company Mobilization Readiness Battalion, located at building 5635, Doughboy Loop, those Soldiers(s) indentified by Bravo Company as having been with duty on ASA - Dix will be sent to the Mobilized Unit In/Out-Processing Center (MUIC), located at building 5644, Doughboy Loop, Monday through Friday from 0800-1600 hrs. During this time Soldier(s) will pick up his/her ASA - Dix out-processing papers. The out-processing work section will provide proper guidance and current information to ensure a smooth transition prior to release from active duty.

6. SPONSORSHIP PROGRAM: The Total Army Sponsorship Program is a Commander's program that provides the structure and foundation for units to welcome and help prepare Soldiers, civilian employees, and Family Members for their new duty station in advance of their actual arrival. Commanders and individual sponsors are keys to success, whereas:

a. The Human Resources Military will receive the DA Form 5434 (Sponsorship Program Counseling and Information Sheet), from individual Soldiers requesting a sponsor. The HRM will send a welcome letter to all service-members that are requesting a sponsor. The HRM will make initial contact with gaining organization/unit to provide them with Soldier's information and request a sponsor be assigned.

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b. A welcome letter will be sent from the battalion (activity) commander (for officers), command sergeant major (for enlisted Soldiers to the incoming Soldier within ten calendar days following receipt of DA Form 5434 (Sponsorship Program Counseling and Information Sheet).

c. The Director of Civilian Personnel Advisory Center in coordination with the activity director (for civilian employees) will send a welcome letter to the incoming civilian employee within ten calendar days following receipt of DA Form 5434 (Sponsorship Program Counseling and Information Sheet) by the battalion (activity).

d. Sponsor's Duties. The sponsor will, upon notification of duties, write or call the Soldier or civilian they are to sponsor. The sponsor should ask for travel plans, expected reporting date, deletion or deferment requests and any other information needed. IAW Table 2-6, AR 600-8-8.

e. Reactionary Sponsor. A reactionary sponsor is assigned when a Soldier or civilian has initially declined a sponsor or is an un-programmed gain to the command. The HRM will interview the Soldier on his/her assignment and notify gaining organization/unit. If sponsor is requested, unit will assign an individual who will assume sponsorship duties. Comply with Table 2-7, AR 600-8-8.

f. Selecting Sponsors. Sponsors represent the first impression a newly assigned Soldier or civilian receives of ASA - Dix. Only individuals who can represent the gaining unit or activity in a positive manner will be selected as sponsors. Sponsor should comply with current guidance outlined in Paragraph 2-8, AR 600-8-8.

g. Training. Commanders and Directors will ensure sponsors are adequately trained to perform tasks related to sponsorship. The Army Community Services is available to provide training support.

h. Requesting a Sponsor. Departing Soldiers will fill out a DA Form 5434 as part of their levy briefing. Sponsors will be assigned by the gaining command.

7. SPOUSE RECOGNITION UPON SPONSOR'S PCS: In an effort to standardize and formalize recognition upon departure for deserving spouses, the ASA - Dix Certificate of Appreciation signed by the Commander is the standard. These spouses, who by their willing devotion and service contributed significantly to the morale and well being of ASA - Dix, without whom this post could not function, fully deserve this recognition and should be appropriately recognized for their service.

a. Deserving spouses of Soldiers and civilian employees at ASA - Dix are all eligible for this certificate. Nominations will be submitted in letter format (45) days prior to desire date of

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presentation and should contain: sponsor's name, rank and position, spouse's complete name, dates of sponsor's current tour, reason for departure (i.e., PCS, Retirement, etc.), justification for certificate and desired date of presentation. Nominations will be forwarded through HRM, for review and consolidation to the Secretary for the ASA Commander.

b. Other awards and citations based upon heroism, merit, or achievement that do not fall under the purview or interest of this memorandum, should be applied for in accordance with AR 600-8-22, Military Awards, dated 11 December 2006.

8. The point of contact for this policy memorandum is HRM @ (609) 562-3306.


PATRICK J. SLOWEY
Colonel, IN
Commanding

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